

# JENNIFER MANNERING

EVENT COORDINATOR | WRITER | DESIGNER | CODER

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I am an event coordinator with extensive experience working in fast-paced, multi-tasking environments. My education is in digital media, graphic design and website development. I love cats and can often be found singing along to musicals.

<b>EDUCATION</b>	<p><b>CERTIFICATE IN CREATIVE WRITING</b> University of Toronto 2019-present</p> <p><b>BACHELOR OF ARTS IN MEDIA, INFORMATION &amp; TECHNOCULTURE</b> Western University 2011-2015</p> <p><b>INTERACTIVE DESIGN &amp; PRODUCTION DIPLOMA</b> Fanshawe College 2012-2015</p>
<b>TECHNICAL SKILLS</b>	<p>Salesforce, Artez, Raiser's Edge, Wordpress, MailChimp, Eventbrite, eTouches, MindBody, Your Web Department, Zoom, Microsoft (Word, PowerPoint, Excel, Outlook, Publisher) Adobe (Photoshop, Illustrator, InDesign), HTML 5, CSS</p>
<b>EXPERIENCE</b>	<p><b>GRAPHIC DESIGNER / OFFICE ASSISTANT</b> <i>College-Montrose Children's Place, September 2020 – November 2020 (temporary contract)</i> Graphic design of promotional flyers, social media assets and printed materials. Creation of promotional videos. Website development, design and updates. Creation &amp; editing of fundraising materials including social media posts and MailChimp newsletters. Organizational support for special events, fundraising events and activities. Developing and maintaining an inventory of fundraising materials.</p> <p><b>BARISTA / CUSTOMER SERVICE</b> <i>Lavazza We Brew Café, August 2019 – March 2020</i> Greeted &amp; served customers. Prepared hot beverages &amp; sandwiches and baked pastries. Kept store clean, restocked items, dishwashing &amp; other kitchen duties as necessary. Fast-paced, high stress environment.</p> <p><b>NATIONAL EVENTS ASSISTANT</b> <i>Kids Help Phone, March 2019 – July 2019 (temporary contract)</i> Provided multi-site event logistics, communication, sponsorship, and fundraising support for the "Walk So Kids Can Talk" event presented by BMO. Responsibilities included scheduling logistics, attendee &amp; sponsor recruitment, shipments, event day execution as site lead, responding to emails, calls, and troubleshooting for the Walk. Creation of post-event sponsorship reports and other wrap-up activities. Daily use of fundraising software Artez and Raiser's Edge.</p> <p><b>EVENT COORDINATOR</b> <i>The Lavin Agency, February 2017 – July 2018</i> Managed a large portfolio of speakers and ensuring a smooth planning process for both the speaker and the buyer, while also communicating regularly with internal sales, finance, and marketing departments. Cultivated positive relationships with speakers and buyers while managing buyer expectations and remaining flexible to ever changing schedules and travel logistics. Coordinating meetings, sourcing &amp; providing marketing materials, booking transportation &amp; accommodation, fielding media requests, preparing detailed event itineraries and invoicing &amp; account reconciliations.</p> <p><b>VOLUNTEER</b> <i>The Children's Book Bank, Feb 2018 – Sept 2018</i> The Children's Book Bank provides free books and literacy support to children living in low-income neighborhoods in Toronto. I engaged with parents and children at the storefront and facilitated activities like story-time and crafts. Kept bookshelves stocked, organized and visually appealing and made sure the store was neat and tidy.</p>

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**MARKETING DESIGNER**

*Dundurn Press, Sept 2016 – Feb 2017 (temporary contract)*

In charge of all design and production for the Marketing department. Also aided the Editorial department and the Design & Production department.

**EVENT COORDINATOR**

*Managing Matters, Jan 2016 – June 2016 (temporary contract)*

Lead event coordinator of ACG Golf Classic and Panel Series. Creation and management of critical path and budgets. Registration monitoring, sponsor contracts and logistics, venue sourcing, site inspections, print materials, external reports, website updates and eBlasts.

**EVENT COORDINATOR & GRAPHIC DESIGNER**

*Cobble Beach Golf Resort, Apr 2015 – Dec 2015 (temporary contract)*

Coordination of the 2015 Cobble Beach Concours d'Elegance. Sponsor and vendor contract negotiations. Management of accommodations, marketing, budget, volunteers, survey, eBlasts, trophies, participant gifts, charity auction and raffle. Graphic design of promotional materials and 200-page guidebook. Applications for government grants. Writing promotional articles and letters. Cross-country automobile tour planning logistics.

**EVENT COORDINATOR & GRAPHIC DESIGNER**

*TK Events, May 2013 – Sept 2014*

Worked closely with clients such as Dell, Avaya, Desire2Learn and PointClickCare. Graphic designer for all communication & promotional materials, eBlasts, and event websites.

Management of registration, photographers, videographers, temporary staff, customer transportation logistics, sponsorship invoicing, and venue sourcing.

**OFFICE ASSISTANT**

*Jam3 Digital Design Agency, April 2012 – Sept 2012 (temporary contract)*

Facilitated day to day operational tasks in the studio. Researched and organized travel arrangements and schedules for business trips, assisted with completion of client websites, scheduled meetings and greeted clients, answered and directed calls, submitted applications and submissions for awards, couriered packages and ordered supplies.

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*Thank you for your consideration.*